

APPLICATIONS CANNOT BE SUBMITTED ON-LINE

For DCS Office Use Only

Self-Help # _____

Total Project Cost: _____

Reimbursement Rate: _____ %

Grant Request: _____

Approval Date: _____

CONSERVATION LAND ACQUISITION PROJECTS
APPLICATION FORM – Due October 1, 2004 by 5PM
FY05 ANNUAL GRANT ROUND
Massachusetts Self-Help Program
Federal Land and Water Conservation Fund

1. Applicant Information

Municipality: _____

Project Name: _____

Project Acreage: _____

Present Ownership Information

Name: _____

Address: _____

Assessor's Sheet Number: _____

Lot Number: _____

County: _____

Watershed: _____

2. Proposed Project Cost - Maximum grant award available is \$500,000.00. The total project cost is the appraised value, or actual purchase price, whichever is less. The reimbursement rate for state funded projects varies by community and is available from DCS. Federally funded projects cannot exceed a 50% reimbursement, up to the maximum grant award of \$500,000. Special note for Tax Title Projects – contact DCS prior to grant round deadline to discuss financial details (appraisals not required for Tax Title Projects).

Total Project Cost: \$ _____

Reimbursement Rate (confirmed with DCS): _____ %

Grant Request: \$ _____

Is your project still viable at a 50% reimbursement, up to the maximum grant award of \$500,000? ☐ Yes ☐ No

Negotiated Sale:

☐ Yes ☐ No

Do you have a Purchase and Sales Agreement or Agreed Price?

☐ Yes ☐ No

If yes, Amount:

\$ _____

Is Clear Title available?

☐ Yes ☐ No

If no, is an eminent domain taking anticipated?

☐ Yes ☐ No

If yes, proposed pro tanto award amount:

\$ _____

Appraisal Report #1

Valuation: \$ _____

Appraiser: _____

Valuation Date: _____

Appraisal Report #2

Valuation: \$ _____

Appraiser: _____

Valuation Date: _____

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations, Community Preservation Act (CPA) or Cape Cod Land Bank Act (LBA) funds. The CPA and LBA both require that a conservation restriction (CR) be held by a qualified holder who must be identified on this application.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with DCS grant programs.

3. Description of Natural Resource

COVER, Acres in	Forest: _____	Open: _____
	Wetland: _____	Water: _____
	Agricultural Use: _____	
TOPOGRAPHY, Acres in	Flat: _____	Hilly: _____
	Rolling: _____	Mountain: _____
WATERFRONT, Linear feet	Ocean: _____	Lake: _____
	River: _____	Stream: _____

4. Project Description

Describe purpose of acquisition and proposed use in a *one page attachment*. Use the Conservation Land Acquisition Project Rating System as a guide to ensure the maximum score possible for your Project. Comment only on project quality; DCS calculates the demographic score and includes the Smart Growth Score from the Office for Commonwealth Development (see #7, and Required Attachment #1). Be sure to include information on water resources, green infrastructure, biodiversity and resource protection, intended use of the property, and joint or cooperative efforts with other agencies or organizations. **Provide a USGS topographic map with an outline of the Project boundary. Include the location, ownership and acreage of other public or quasi-public open space abutting, or close to, the Project on the topographic map (see Required Attachment #2).**

Does Property have frontage on a street? ☐ Yes ☐ No
If yes, list name of street(s):

Zoning, Present Use, and Past Use(s) of the Property:

Are there Buildings or Structures on the Property? ☐ Yes ☐ No
If yes, list each one estimating value and current use, as well as intended use should this project be funded.

Indicate any Current or Proposed Restrictions on the Property (zoning restrictions, deed restrictions, conservation restrictions, rights-of-way, etc.). Reminder to Community Preservation Act (CPA) and Cape Cod Land Bank Act (LBA) projects: these funding mechanisms require that a qualified organization hold a conservation restriction. Please complete a CR application and submit a draft restriction along with this application. To obtain a copy of the Conservation Restriction Handbook, visit www.mass.gov/envir/dcs/pdf/restrictions.pdf.

5. Municipal Open Space and Recreation Plan

Describe how your Project meets the recommendations in your current Open Space and Recreation Plan and cite the page number references to your plan. Remember: your community must have a current, approved plan on file with DCS, or submit a draft to DCS by the application deadline to be eligible to apply for funding. (If we already have a copy of your plan, there is no need to submit another copy.)

6. Town Meeting or City Council Approval.

Submit certified copy of the vote, or draft language. Vote must conform to sample vote language criteria, available online from DCS.

Does your project have an affirmative town meeting vote or city council approval? ☐ Yes ☐ No

If not, when will the town vote on this project? _____

7. Commonwealth Capital Application

In order to encourage municipalities to implement land use practices that are consistent with Smart Growth, the Romney Administration has implemented a new incentive policy known as Commonwealth Capital for discretionary grant programs. The project rating systems for the Self-Help and Urban Self-Help programs have been modified, such that 20% of available points reflect a municipality's Commonwealth Capital Smart Growth Score. In order to receive a Smart Growth score, municipalities must apply directly to the Office for Commonwealth Development (OCD). Submit a Commonwealth Capital Application for your community, available online at <http://www.mass.gov/ocd/comcap.html>, to obtain your score.

Have you applied for a Commonwealth Capital Score? ☐ Yes ☐ No **Submit OCD response, or copy of your cover letter to OCD.**
Date anticipated for submission: _____

8. Signatures

Attach community's legal authority to apply for the grant, and the Chief Executive Officer's legal authorization to execute contracts. This is a resolution, motion or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the application, including all understandings and assurances contained therein.

By _____ Date: _____
Chief Executive Officer Type Official's Name

Conservation Commission Members

Signature	Printed Name	Address
	<i>Chair</i>	

9. Project Manager

Attach authorization from the Chief Executive Officer identifying the individual named below who acts as the official representative of the community in connection with this application. The Project Manager will coordinate all aspects of the acquisition, from application to reimbursement should the application be successful. Ideal candidate will have access to the Chief Executive Officer for the municipality, Conservation Commission, Municipal Counsel, and Municipal Treasurer.

Name: _____
Affiliation with Municipality: _____
Address at City or Town Hall: _____

Daytime Phone Number: _____
Fax Number, if available: _____
E-mail address, if available: _____
Date Prepared: _____

Submit one application with original signatures and all required attachments, and one copy with all attachments excluding addition copies of the appraisal reports. Only one copy of each appraisal report is required.

REQUIRED ATTACHMENTS – use this as a checklist and please label attachments.

1. **Commonwealth Capital Application** – submit copy of cover letter to confirm that your community has applied for this rating, or a copy of OCD's response and your score, if available. The Commonwealth Capital application, as well as additional guidance documents and information about the Commonwealth Capital Program is available on Commonwealth Development's website at: <http://www.mass.gov/ocd/comcap.html>.
2. **USGS topographic map** showing project boundary and relationship to other public or quasi-public open space properties nearby. Show current use of adjacent lands and give ownership information if land is protected open space. If contiguous lands are under public ownership, identify agency and use. This map will serve as a locus map for site inspection by DCS staff. *This is one of the most essential attachments – please do a thorough job!*
3. **Conservation Commission information** - Certified copy, by city or town clerk, of date of acceptance of Massachusetts General Laws Chapter 40, Section 8C establishing your municipal conservation commission; and a certified copy, by city or town clerk, of present members of the conservation commission.
4. Certified copy of affirmative **Town Meeting vote or City Council Order**, or draft language. Vote must conform to sample vote language criteria, available from DCS.
5. **Two appraisal reports** as required by DCS. Note that federally funded projects will be required to meet federal appraisal standards found at www.usdoj.gov/enrd/land-ack/yb2001.pdf. One copy of each report is sufficient.
6. **Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to five years of eligibility in DCS grant programs. (If we have it on file, don't send another copy.)
7. **Plot plan or survey map** showing the project boundary. The project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. One of the following methods must be used.
 - Registered survey plan with deed references
 - Assessor's map with block and lot number
8. **Draft Conservation Restriction (CR)** – if your project involves the purchase or conveyance of a CR, please complete a CR application and submit a draft restriction along with this application. To obtain a copy of the Conservation Restriction Handbook, visit www.mass.gov/envir/dcs/pdf/restrictions.pdf. Reminder to Community Preservation Act (CPA) and Cape Cod Land Bank Act (LBA) projects: these funding mechanisms *require* that a qualified organization hold a conservation restriction.
9. All applicants should request comments on their projects from the Massachusetts Natural Heritage and Endangered Species Program (MNHESP) at www.mass.gov/dfwele/dfw/nhesp/nhesp.htm, and the Massachusetts Historical Commission (MHC) at www.state.ma.us/sec/mhc.

IT IS NECESSARY FOR THE EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS, DIVISION OF CONSERVATION SERVICES, TO HAVE ALL OF THE ABOVE MATERIAL. FAILURE TO ANSWER ALL QUESTIONS AND SUBMIT THE SUPPORTING DATA MAY RESULT IN THE REJECTION OF THE APPLICATION. IT IS UNDERSTOOD THAT ANY PROPERTY ACQUIRED WITH DCS GRANT ASSISTANCE IS OPEN TO ALL CITIZENS OF THE COMMONWEALTH, AND THAT NO MAJOR ALTERATION OF THIS PROPERTY, OR CHANGES IN THE PROPOSED USES CAN TAKE PLACE WITHOUT THE PRIOR APPROVAL OF THE SECRETARY OF THE EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS, AND POSSIBLY THE GENERAL COURT AND/OR THE NATIONAL PARK SERVICE.